



**DEBRA BOWEN** | SECRETARY OF STATE  
STATE OF CALIFORNIA | ELECTIONS

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November 27, 2007

To: All County Clerks/Registrars of Voters (07239)

FROM: Irene E. Capps   
Voting and Outreach Program Manager

Subject: NVRA -- Declination Forms

With upcoming elections just around the corner, this is a good time to remind all county social services agency offices in your county (AFDC, Food Stamps, MediCal, and WIC, as well as each office which provides state funded services to persons with disabilities), State Department of Health Services, State Department of Social Services, State Department of Rehabilitation, State Department of Developmental Services, State Board of Equalization, and State Franchise Tax Board that they are required to provide its clients with an opportunity to register to vote in connection with providing its own services. Each client must complete a *Declination Form (Would You Like To Register To Vote?)*. In addition, these agencies are required to provide the same level of service to its clients in completing the affidavit of registration as it provides in completion of its own forms. In other words, if an agency provides assistance to a client in a language other than English, it must also provide that language assistance for voter registration. Completed declination forms are confidential and are to be kept by the social services agencies for a period of 22 months.

Enclosed is one camera-ready copy of the National Voter Registration Act declination form for use by agencies covered by the NVRA in each language required by the Federal Voting Rights Act (VRA), into which we've had it translated along with the English version. These languages include Chinese, Japanese, Korean, Spanish, Tagalog and Vietnamese. Please note, there have not been any updates to these forms since 1996, we are providing them again in the event your county social services agencies and state agencies need them.

For your convenience, we have also translated the Declination Form into the following additional languages not required by the Federal Voting Rights Act: Cambodian, Farsi, Hmong, Laotian, Romanian, and Russian. If you would like to order a camera-ready copy of the Declination Form in any of these languages or the Federal VRA required languages, please contact Deirdre Avent at [advent@sos.ca.gov](mailto:advent@sos.ca.gov) or (916) 657-2166.

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I am also enclosing a copy of Chapter 4, Voter Registration at Social Services Agencies that you may want to share with your county social services agencies and other designated agencies (from Procedures for Implementing The National Voter Registration Act of 1993 (Motor Voter) In California)

If you have any questions regarding the declination form requirement, please feel free to contact me at [irene.capps@sos.ca.gov](mailto:irene.capps@sos.ca.gov) or (916) 657-2166.

Thank you!

Enclosures

# WOULD YOU LIKE TO REGISTER TO VOTE?

## TO REGISTER TO VOTE IN CALIFORNIA, YOU:

1. Must be a **citizen** of the United States;
2. Must live in the State of California;
3. Must be at least 18 years old by the date of the next election, and;
4. Must **not** currently be in prison or on parole for the conviction of a felony, or be judged by a court to be mentally incompetent to vote.

**WARNING:** Under state and federal law, it is a crime to submit a voter registration affidavit if you know you are not eligible to register to vote.

## IMPORTANT NOTICES

1. Applying to register or declining to register to vote will not affect the amount of assistance that you will be provided by this agency.
2. If you would like help in filling out the voter registration application form, we will help you. It's your choice. You may fill out the application form in private.
3. If you decline to register to vote here today, that information is confidential and may not be used for any purpose other than voter registration. If you register to vote here today, that information, including the office at which you are registering, is also confidential.
4. If you believe that someone has interfered with your right to register or to decline to register to vote, your right to privacy in deciding whether to register or in applying to register to vote, or your right to choose your own political party or other political preference, you may file a complaint with the Secretary of State by calling toll-free 800-345-VOTE or write to: Secretary of State, 1500 - 11<sup>th</sup> Street, Sacramento, CA, 95814.
5. If you move to a new address, or if you change your name or want to change your political party, you must fill out a new voter registration form.

## Would you like to apply to register to vote here today?

(Check One)

- ☐ I am already registered to vote at my current address, or I am not eligible to register to vote, and do not need an application to register to vote.
- ☐ YES. I would like to register to vote. (Please fill out the attached form)
- ☐ NO. I do not want to register to vote.

(NOTE: IF YOU DO NOT CHECK ANY BOX, YOU WILL BE CONSIDERED TO HAVE DECIDED NOT TO REGISTER TO VOTE AT THIS TIME.)

Please sign your name here: \_\_\_\_\_

SIGNATURE

DATE

This form will be retained with this agency.

(For Agency Use Only)

Voter registration form completed: YES \_\_\_\_\_ NO \_\_\_\_\_ DECLINED \_\_\_\_\_  
If applicant wanted to register, form was: GIVEN TO CLIENT \_\_\_\_\_ MAILED \_\_\_\_\_  
If client declined to register but failed to sign declination form, check here \_\_\_\_\_  
Applicant's Name \_\_\_\_\_  
Employee Initials \_\_\_\_\_ Date \_\_\_\_\_

# ¿QUISIERA INSCRIBIRSE PARA VOTAR?

## PARA INSCRIBIRSE PARA VOTAR EN CALIFORNIA, USTED:

1. Tiene que ser ciudadano de los Estados Unidos;
2. Tiene que vivir en el Estado de California;
3. Tiene que tener como mínimo 18 años de edad para la fecha de la próxima elección, y;
4. No tiene que estar actualmente en la prisión o en libertad condicional por condena de un delito mayor o haber sido declarado mentalmente incompetente para votar por un tribunal.

**ADVERTENCIA:** De acuerdo con las leyes estatales y federales, es un delito presentar una declaración jurada de inscripción de votante si usted sabe que no es elegible para votar.

## NOTIFICACIONES IMPORTANTES

1. El hecho de que usted se inscriba para votar o no lo haga no afectará la cantidad de ayuda que le será suministrada por esta dependencia.
2. Si usted desea ayuda para llenar el formulario de solicitud de inscripción de votante, se la brindaremos. La decisión es suya. Usted puede llenar el formulario de solicitud en privado.
3. Si usted decide no inscribirse para votar aquí hoy, esa información permanecerá confidencial y no podrá utilizarse para ningún propósito, aparte de la inscripción para votar. Si se inscribe para votar aquí hoy, esa información, incluyendo la oficina en la cual se inscriba, también permanecerá confidencial.
4. Si usted cree que alguien ha interferido con su derecho a inscribirse o a no inscribirse para votar, su derecho a la privacidad para decidir sobre si inscribirse o para solicitar la inscripción para votar, o su derecho a elegir su propio partido político u otra preferencia política, usted puede presentar una queja al Secretario de Estado llamando sin cargo al 800- 232-VOTA o escribiendo a: Secretary of State, 1500 11th Street, Sacramento, CA, 95814.
5. Si usted se muda a un nuevo domicilio, o si cambia su nombre o desea cambiar su partido político, tiene que llenar un nuevo formulario de inscripción de votante.

## ¿Quisiera inscribirse para votar aquí hoy?

(Marque una casilla)

☐

Ya estoy inscrito para votar en mi domicilio actual, o no soy elegible para inscribirme para votar y no necesito una solicitud de inscripción para votar.

☐

**SI.** Quisiera inscribirme para votar. (Sírvese llenar el formulario adjunto)

☐

**NO.** No deseo inscribirme para votar.

(NOTA: SI USTED NO MARCA NINGUNA CASILLA, SE CONSIDERARA QUE USTED HA DECIDIDO NO INSCRIBIRSE PARA VOTAR EN ESTE MOMENTO.)

Sírvese firmar su nombre aquí: \_\_\_\_\_  
FIRMA FECHA

Este formulario se conservará en esta dependencia.

## (For Agency Use Only - Para uso de esta dependencia solamente)

Voter registration form completed: YES \_\_\_\_\_ NO \_\_\_\_\_ DECLINED \_\_\_\_\_

If applicant wanted to register, form was: GIVEN TO CLIENT \_\_\_\_\_ MAILED \_\_\_\_\_

If client declined to register but failed to sign declination form, check here \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Employee Initials \_\_\_\_\_

Date \_\_\_\_\_

# 您希望登記投票嗎？

在加州境內登記投票，您：

1. 必須是美國公民；
2. 必須居住在加州；
3. 必須在下次選舉日之前年滿十八歲，且；
4. 必須不是目前因犯重罪而在監獄內服刑或在假釋中，或被法院判定為智力不足以參與投票之人士。

警告：根據加州及聯邦法律之規定，明知自身不符投票資格而遞送投票登記書，乃屬犯罪行為。

## 重要注意事項

1. 無論申請登記或拒絕登記投票，皆不影響本機構提供閣下之協助量的多寡。
2. 若您在填寫投票登記申請表方面需要協助，我們可助您一臂之力。這由您選擇。您可在無人騷擾之處將申請表填妥。
3. 若您決定今天在此登記投票，該資訊乃屬機密並不得被用于除選民登記之外的任何其他目的。若您今天在此作了投票登記，該資訊，包括您在該處登記的辦公室，也屬機密。
4. 若您認為有人干涉到您登記或拒絕登記投票，在無人騷擾之處決定是否登記或申請登記投票，或選擇屬意政黨或其他政治團體之權利，請您撥 800-345-VOTE 免費電話給州務卿，或寫信至：Secretary of State, 1500 11th Street, Sacramento, CA 95814 處投訴。
5. 若您遷移新址，或若您更改姓名或想改變所屬的政黨，請您務必填寫一張新的選民登記表。

您希望今天就申請登記在本處投票嗎？

(請劃記一項)

☐ 本人已於現居地址登記投票或不具資格登記投票，因此不需要登記投票申請表。

☐ 是。 本人希望登記投票。(請將附表填妥)

☐ 否。 本人不想登記投票。

(備註：若您不在任何空格內劃記，則將被視為現時決定不予登記投票。)

請在此處簽名： \_\_\_\_\_ 簽名 \_\_\_\_\_ 日期 \_\_\_\_\_

此表將由本機關保存。

(For Agency Use Only - 僅供本機構使用)

Voter registration form completed: YES \_\_\_\_\_ NO \_\_\_\_\_ DECLINED \_\_\_\_\_

If applicant wanted to register, form was: GIVEN TO CLIENT \_\_\_\_\_ MAILED \_\_\_\_\_

If client declined to register but failed to sign declination form, check here \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Employee Initials \_\_\_\_\_ Date \_\_\_\_\_

## 投票の登録をなさりたいですか？

カリフォルニアで投票の登録するためには、あなたは:

1. アメリカ合衆国の市民でなくてはなりません;
2. カリフォルニア州に住んでいなくてはなりません;
3. 次期選挙日までに少なくとも18才になっていなくてはなりません、そして;
4. 現在入獄中、あるいは重罪判決で仮釈放中、または裁判所から投票には精神的に無適格であるという判定を受けていてはなりません。

警告: 州法及び連邦法において、投票の登録をする資格がない事を知っていて有権者登録宣誓供述書を提出する事は犯罪です。

### 重要事項

1. 投票の登録の申込みを行うかあるいは辞退する事で、本機関により提供される補助額には影響を及ぼしません。
2. 有権者登録申込用紙を記入する際助けが必要なら、私たちがお手伝いします。それはあなたの自由です。申込用紙を内密に記入する事もできます。
3. 今日ここで投票登録を拒否された場合、その情報は秘密で、投票登録以外の目的には使われません。今日ここで投票登録をする場合、あなたが投票した事務所を含めて、すべての情報は秘密です。
4. 誰かが、登録あるいは辞退するあなたの権利、投票の登録をするか否かの決定おける、あるいは登録を申込み事におけるプライバシーに対するあなたの権利、もしくは、あなた自身の政党またはその他の政党を選択するあなたの権利に干渉したという確信があれば、フリーダイヤル 800-345-VOTE まで電話で州書記官に訴えるか、以下の住所まで書面にて御連絡下さい: Secretary of State, 1500 11th Street, Sacramento, CA, 95814.
5. 転居したり、あるいは名前や政党を変えた場合には、新規の投票用紙に記入しなければなりません。

投票の登録を今日ここでなさりたいですか？

(一つに印を付けて下さい)

☐

私は現住所ですでに登録済みです、あるいは投票の登録をする資格がないので、投票の登録を行う申込用紙は要りません。

☐

はい。 投票の登録をしたいと思います。(付随した用紙に記入して下さい。)

☐

いいえ。 投票の登録をしたくありません。

(注意: どれにも印を付けなかった場合は、現時点では投票の登録をしないと決定したとみなされます。)

ここに署名をお願いします:

署名

日付

この用紙は本機関により保管されます。

(For Agency Use Only - 役員使用のみ)

Voter registration form completed: YES \_\_\_\_\_ NO \_\_\_\_\_ DECLINED \_\_\_\_\_

If applicant wanted to register, form was: GIVEN TO CLIENT \_\_\_\_\_ MAILED \_\_\_\_\_

If client declined to register but failed to sign declination form, check here \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Employee Initials \_\_\_\_\_ Date \_\_\_\_\_

# 투표하기 위해 등록하시겠습니까?

캘리포니아에서 투표하기 위해 등록하시려면 귀하께서는:

1. 미국 시민이어야 합니다.
2. 캘리포니아 주에서 살고 있어야 합니다.
3. 다음 선거일까지 최소한 18세이어야 합니다. 그리고:
4. 중죄에 대한 유죄 판결로 인해 현재 교도소에 수감 또는 가석방 중이거나 법정에 의해 정신적으로 투표할 자격이 없는 것으로 판결받지 말아야 합니다.

경고: 주 및 연방법 하에서, 투표하기 위해 등록할 자격이 없는 줄 알면서도 투표인 등록 선서서를 제출하는 것은 범죄입니다.

## 주요 고지 사항

1. 투표하기 위해 등록을 신청하거나 등록을 거절하는 것은 본 기관에서 귀하에게 제공하는 보조금의 액수에 영향을 미치지 않을 것입니다.
2. 투표인 등록 신청서 작성에 도움이 필요하시면 저희가 도와드리겠습니다. 그것은 귀하께서 선택하시기 나름입니다. 신청서는 내밀하게 작성하셔도 됩니다.
3. 만일 귀하께서 오늘 여기서 투표하기 위해 등록하는 것을 거절하신다면, 그 정보는 비밀이며 투표인 등록 외의 다른 목적을 위해서는 사용될 수 없습니다. 만일 귀하께서 오늘 여기서 투표하기 위해 등록을 하신다면, 귀하께서 등록하시는 곳을 포함하여, 그 정보는 비밀입니다.
4. 만일 투표하기 위해 등록하거나 등록하기를 거절할 수 있는 귀하의 권리, 등록할지 여부의 결정이나 투표하기 위한 등록 신청에 있어서의 프라이버시에 대한 귀하의 권리 또는 자신이 원하는 정당이나 기타 정치적 선호를 선택할 수 있는 귀하의 권리를 누군가에 의해 방해받았다고 생각되시면, 수신자 부담 무료 전화인 800-345-VOTE로 전화하거나 Secretary of State, 1500 11th Street, Sacramento, CA, 95814로 편지하여 국무 장관에게 고소하실 수 있습니다.
5. 새 주소지로 이사하셨는지 또는 귀하의 이름을 바꾸셨거나 원하는 정당을 바꾸고 싶으시다면, 투표인 등록서를 새로 작성하셔야 합니다.

투표하기 위한 등록을 오늘 여기서 신청하시겠습니까?

(하나를 표시하십시오)

- ☐ 저는 이미 제 현 주소지에서 투표하기 위한 등록을 했거나, 투표하기 위해 등록할 자격이 없으며 투표하기 위한 등록 신청서가 필요없습니다.
- ☐ 예, 투표하기 위해 등록하고 싶습니다. (첨부된 양식을 작성해 주십시오)
- ☐ 아니오, 투표하기 위한 등록을 하고 싶지 않습니다.

(주: 만일 아무 난에도 표시하지 않으신다면, 귀하께서는 이번에 투표하기 위한 등록을 하지 않기로 결정하신 것으로 간주될 것입니다.)

여기에 귀하의 이름을 서명해 주십시오: \_\_\_\_\_ 서명 \_\_\_\_\_ 날짜 \_\_\_\_\_

이 양식은 본 기관에서의 사용을 위해 보유됩니다.

(For Agency Use Only - 기관 전용판)

Voter registration form completed: YES \_\_\_\_\_ NO \_\_\_\_\_ DECLINED \_\_\_\_\_

If applicant wanted to register, form was: GIVEN TO CLIENT \_\_\_\_\_ MAILED \_\_\_\_\_

If client declined to register but failed to sign declaration form, check here \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Employee Initials \_\_\_\_\_

Date \_\_\_\_\_



# GUSTO MO BANG MAGPAREHISTRO UPANG BUMOTO?

## PARA MAGPAREHISTRO UPANG BUMOTO SA CALIFORNIA, IKAW:

1. Ay dapat na isang **mamamayan** ng Estados Unidos;
2. Ay dapat na nakatira sa Estado ng California;
3. Ay dapat na hindi bababa sa 18 taong gulang sa petsa ng eleksiyon, at;
4. **Hindi** dapat na nasa bilangguan sa kasalukuyan o nasa parol para sa napatunayang krimen, o hinatulan ng isang hukuman na walang kakayahang pang-isipan upang bumoto.

**BABALA:** Sa ilalim ng batas ng estado at pederal, isang krimen ang magharap ng isang apidabit ng rehistrasyon ng botante kung alam mong ikaw ay hindi karapatdapat magparehistro upang bumoto.

## MGA MAHALAGANG PAUNAWA

1. Ang pag-aplay na magparehistro o tumangging magparehistro upang bumoto ay hindi makakaapekto sa halaga ng pagtulong na ipagkakaloob sa iyo ng ahensiyang ito.
2. Kung gusto mo ng tulong sa pagpuno ng pormularyo ng aplikasyon sa rehistrasyon ng botante, tutulungan ka namin. Ikaw ang bahalang pumili. Maaari mong pribadong punuan ang pormularyo ng aplikasyon.
3. Kung tumanggi kang magparehistro dito ngayon, ang impormasyong iyan ay kumpidensiyal at hindi maaaring gamitin para sa anumang layuning iba sa rehistrasyon ng botante. Kung magparehistro ka upang bumoto dito ngayon, ang impormasyong iyan, kabilang ang opisina kung saan ka nagpaparehistro, ay kumpidensiyal din.
4. Kung naniniwala kang mayroong nakikialam sa inyong karapatang magparehistro o tumangging magparehistro upang bumoto, ang iyong pribadong karapatan sa pagpapasiya kung magpaparehistro o sa pag-aaplay na magparehistro upang bumoto, o ang iyong karapatang pumili ng partidong pampulitika o ibang pang kagustuhang pampulitika, maaari kang magharap ng reklamo sa Sekretaryo ng Estado sa pamamagitan ng pagtawag ng libre-sa-tol na 800-345-VOTE o sumulat sa: Secretary of State, 1500 11th Street, Sacramento, CA 95814.
5. Kung ikaw ay lumipat sa bagong tirahan, o kung pinalitan mo ang iyong pangalan o gustong palitan ang iyong partidong pampulitika, dapat mong punuan ang isang bagong pormularyo ng rehistrasyon ng botante.

## Gusto mo bang mag-aplay na magparehistro upang bumoto dito ngayon?

(Markahan ang isa)

☐

Ako ay nakarehistro na upang bumoto sa aking kasalukuyang tirahan, o ako ay hindi karapatdapat bumoto, at hindi nangangailangan ng aplikasyon upang magparehistro upang bumoto.

☐

OO. Gusto kong magparehistro upang bumoto. (Mangyaring punuan ang kalakip na pormularyo)

☐

HINDI. Ayokong magparehistro upang bumoto.

(NOTA: KUNG WALA KANG MINARKAHANG ANUMANG KAHON, ITUTURING KANG NAGPASISYANG HINDI MAGPAREHISTRO UPANG BUMOTO SA PANAHONG ITO.)

Mangyaring ipirma ang iyong pangalan dito: \_\_\_\_\_ PIRMA \_\_\_\_\_ PETA

Ang pormularyong ito ay pamamaglin sa ahensiyang ito.

## (For Agency Use Only - Para sa Paggamit Lamang ng Ahensiya)

Voter registration form completed: YES \_\_\_\_\_ NO \_\_\_\_\_ DECLINED \_\_\_\_\_

If applicant wanted to register, form was: GIVEN TO CLIENT \_\_\_\_\_ MAILED \_\_\_\_\_

If client declined to register but failed to sign declination form, check here \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Employee Initials \_\_\_\_\_ Date \_\_\_\_\_



# BẠN CÓ MUỐN ĐĂNG KÝ ĐỂ BỎ PHIẾU KHÔNG?

## ĐỂ ĐĂNG KÝ ĐỂ BỎ PHIẾU TẠI CALIFORNIA, BẠN:

1. Phải là một công dân của Hoa Kỳ;
2. Phải sinh sống tại Tiểu Bang California;
3. Phải ít nhất là 18 tuổi tính đến ngày bầu cử kế, và;
4. Phải không hiện đang bị tù hoặc được ân xá có điều kiện vì đã bị kết vào một tội đại hình, hoặc bị một tòa phán quyết là không có khả năng về mặt tâm thần để đi bầu.

**CẢNH CÁO:** Theo luật tiểu bang và liên bang, nếu bạn biết là bạn không hội đủ điều kiện để đăng ký bỏ phiếu mà cứ nộp vào bản chứng thệ đăng ký cử tri là bạn phạm tội.

## CÁC THÔNG CÁO QUAN TRỌNG

1. Xin đăng ký hoặc không đăng ký để bỏ phiếu sẽ không ảnh hưởng đến số tiền trợ giúp bạn nhận được từ cơ quan này.
2. Nếu bạn cần được giúp trong việc điền mẫu đơn đăng ký cử tri, chúng tôi sẽ giúp bạn. Tùy ý bạn lựa chọn. Bạn có thể điền đơn lấy trong chỗ riêng tư.
3. Nếu bạn không muốn đăng ký bỏ phiếu tại đây ngày hôm nay, các dữ kiện đó sẽ được giữ kín và không được phép dùng cho bất cứ mục đích nào khác ngoài mục đích đăng ký cử tri. Nếu bạn có đăng ký bỏ phiếu tại đây ngày hôm nay, các dữ kiện đó, kể cả văn phòng nơi bạn đang đăng ký, cũng được giữ kín.
4. Nếu bạn tin là có người đã xen vào quyền đăng ký hoặc từ chối không đăng ký bỏ phiếu của bạn, quyền riêng tư của bạn trong việc quyết định liệu có đăng ký hay xin đăng ký để bỏ phiếu, hoặc quyền của bạn trong việc lựa chọn đảng phái chính trị của riêng bạn hoặc khuynh hướng chính trị nào khác, bạn có thể làm đơn khiếu nại lên Tổng Thư Ký Tiểu Bang bằng cách gọi số điện thoại miễn phí 800-345-VOTE hoặc viết thư cho: Secretary of State, 1500 11th Street, Sacramento, CA, 95814.
5. Nếu bạn dọn tới một địa chỉ mới, hoặc nếu bạn đổi tên của bạn hoặc muốn đổi đảng phái chính trị của bạn, bạn phải điền một mẫu đăng ký cử tri mới.

## Bạn có muốn xin đăng ký bỏ phiếu tại đây hôm nay không?

(Đánh dấu vào Một ô)

☐

Tôi đã đăng ký bỏ phiếu tại địa chỉ hiện nay của tôi, hoặc tôi không hội đủ điều kiện bỏ phiếu, và không cần một đơn xin đăng ký bỏ phiếu.

☐

**VÃNG.** Tôi muốn đăng ký bỏ phiếu. (Xin điền vào mẫu kèm theo)

☐

**KHÔNG.** Tôi không muốn đăng ký bỏ phiếu.

(LƯU Ý: NẾU BẠN KHÔNG ĐÁNH DẤU VÀO Ô NÀO HẾT, BẠN SẼ ĐƯỢC COI NHƯ ĐÃ QUYẾT ĐỊNH KHÔNG ĐĂNG KÝ BỎ PHIẾU VÀO LÚC NÀY.)

Xin ký tên bạn chỗ này: \_\_\_\_\_  
CHỮ KÝ \_\_\_\_\_ NGÀY \_\_\_\_\_

Mẫu đơn này sẽ được cơ quan này giữ lại.

## (For Agency Use Only - Chỉ Dành Riêng Cho Cơ Quan Xử Dụng)

Voter registration form completed: YES \_\_\_\_\_ NO \_\_\_\_\_ DECLINED \_\_\_\_\_

If applicant wanted to register, form was: GIVEN TO CLIENT \_\_\_\_\_ MAILED \_\_\_\_\_

If client declined to register but failed to sign declination form, check here \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Employee Initials: \_\_\_\_\_ Date \_\_\_\_\_

**CHAPTER FOUR**

**VOTER REGISTRATION**

**AT**

**SOCIAL SERVICE**

**AGENCIES**

## CHAPTER 4

### VOTER REGISTRATION AT SOCIAL SERVICE AGENCIES

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## **VOTER REGISTRATION AT SOCIAL SERVICE AGENCIES**

### **I. IMPLEMENTATION OF THE AGENCY PROVISIONS OF THE NATIONAL VOTER REGISTRATION ACT (NVRA) OF 1993.**

#### **A. Voter Registration Agencies**

The following offices have been designated as voter registration agencies:

- a. County welfare department offices which accept applications and administer benefits for the Aid to Families with Dependent Children program (AFDC) and the Food Stamp program.
- b. County welfare department offices which accept applications and administer benefits for the Medi-Cal program.
- c. County welfare department offices and community based non-profit organizations under contract with the Department of Health Services which accept applications and administer benefits for the Women, Infants and Children program (WIC).
- d. Offices of the State Department of Rehabilitation which provide vocational rehabilitation services.
- e. Independent Living Centers
- f. Department of Developmental Services Regional Centers
- g. Offices of contractors with the Department of Social Services, Office of Deaf Access, in which services to the deaf are provided.
- h. State and County Mental Health Providers
- i. County welfare departments which accept applications and administer benefits for In Home Supportive Services Program

- j. Franchise Tax Board district offices which provide public access for income tax and Homeowner and Renter Assistance forms, instructions and assistance
- k. State Board of Equalization district offices which provide services to the public

In addition, the NVRA provides that recruitment offices of the Armed Forces of the United States are considered to be voter registration agencies for purposes of the NVRA.

## **B. Responsibilities of Voter Registration Agency Offices**

- A. Distribute a form** to register to vote with each application for service or assistance, as well as with each form for recertification, renewal, or change of address;
- B. Assist the voter** in completing the form, with the same level of assistance the agency provides for completion of its own forms;
- C. Accept completed forms** from the voters for return to the elections official.
- D. No attempt to influence** the voters' decision whether or not to register to vote, or with which political party, shall be made by any agency employee.
- E. Benefits may not be linked** in any way to the applicant's decision to register or to not register to vote.

Voter registration agencies or state supervising agencies may develop instructions and procedures to further clarify and implement these requirements.

# WOULD YOU LIKE TO REGISTER TO VOTE?

## TO REGISTER TO VOTE IN CALIFORNIA, YOU:

1. Must be a citizen of the United States;
2. Must live in the State of California;
3. Must be at least 18 years old by the date of the next election, and;
4. Must not currently be in prison or on parole for the conviction of a felony, or be judged by a court to be mentally incompetent to vote.

**WARNING:** Under state and federal law, it is a crime to submit a voter registration affidavit if you know you are not eligible to register to vote.

## IMPORTANT NOTICES

1. Applying to register or declining to register to vote will not affect the amount of assistance that you will be provided by this agency.
2. If you would like help in filling out the voter registration application form, we will help you. It's your choice. You may fill out the application form in private.
3. If you decline to register to vote here today, that information is confidential and may not be used for any purpose other than voter registration. If you do register to vote here today, that information, including the office at which you are registering, is also confidential.
4. If you believe that someone has interfered with your right to register or to decline to register to vote, your right to privacy in deciding whether to register or in applying to register to vote, or your right to choose your own political party or other political preference, you may file a complaint with the Secretary of State by calling toll-free 800-345-VOTE or write to: Secretary of State, 1500 11th Street, Sacramento, CA, 95814.
5. If you move to a new address, or if you change your name or want to change your political party, you must fill out a new voter registration form.

Would you like to apply to register to vote here today?

(Check One)

- ☐ I am already registered to vote at my current address, or I am not eligible to register to vote, and do not need an application to register to vote.
- ☐ YES. I would like to register to vote. (Please fill out the attached form)
- ☐ NO. I do not want to register to vote.

(NOTE: IF YOU DO NOT CHECK ANY BOX, YOU WILL BE CONSIDERED TO HAVE DECIDED NOT TO REGISTER TO VOTE AT THIS TIME.)

Please sign your name here: \_\_\_\_\_

SIGNATURE

DATE

This form will be retained with this agency.

(For Agency Use Only)

Voter registration form completed: YES \_\_\_\_\_ NO \_\_\_\_\_ DECLINED \_\_\_\_\_

If applicant wanted to register, form was: GIVEN TO CLIENT \_\_\_\_\_ MAILED \_\_\_\_\_

If client declined to register but failed to sign declination form, check here \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Employee Initials \_\_\_\_\_

Date \_\_\_\_\_

The form will include the following information:

1. **Eligibility criteria:** This includes the requirement that a person must be a citizen to register to vote. The individual should be made specifically aware of the warning that it is a crime to submit a voter registration affidavit if the person knows he or she is not eligible to register to vote.
2. **Who needs to use the registration form** (i.e. new registration, move to a new address, change of name or political party)
3. **Important Notices.** The federal law requires the inclusion on the application of several notices to the voter, including:
  - a. A notice that the voter's decision whether or not to register to vote will not affect his or her eligibility for benefits, or the amount of those benefits.
  - b. A notice advising the voter how to obtain help in filling out the voter registration form, as well as informing him or her that he or she has the right to fill it out in private and without any help.
  - c. Information on who the voter may complain to if he or she feels that anyone has interfered with his or her right to vote, or tried to influence his or her choice of a political party. The Secretary of State is the office to which the voter may complain, and an 800 number is listed for this purpose.
4. **"Yes/No".** The applicant is asked whether he or she would like to register, with boxes marked "yes" and "no" to indicate his or her answer. This question is also required by federal law. Also required is a statement informing the voter that if he or she does not check either box it will be assumed that he or she has decided not to register to vote.

The voter will be asked to affirm his or her choice by signing and dating the form.



If the voter checks "Yes", the voter should complete the attached voter registration form. This will be a "regular" voter registration form and will be supplied to the agency by the elections official. If the voter requests assistance in completing the form the employee must provide the same level of assistance the worker would provide in completing the agency forms. Employees are **not** required to sign the voter registration form as the person assisting the registration.

5. **"For official use only."** This section of the form will permit the agency employee to indicate that the applicant did or did not complete a voter registration form, and to initial this information.

If the employee gives the applicant a form to register to vote but the applicant decides to take it home, fill it out, and return it him- or herself, the employee should check the box indicating that no registration form has been completed, since it will not be possible to determine whether or not the voter follows through with completing the form.

## **B. Part Two of the Application --- the Voter Registration Form**

This will be the "regular" voter registration form, and will be attached to part one of the form so that the two forms are presented simultaneously to the applicant. The voter registration form will include the attached portions containing the instructions and the receipt stub.

## **C. Obtaining the Forms**

1. The Secretary of State will supply county elections offices with a master copy of Part One of the application. The elections official may supply it in bulk to the agency office, or may provide a master copy for the agency to reproduce.
2. The Secretary of State will supply county elections officials with voter registration forms to be used in agency offices.

## D. Confidentiality

1. **Confidentiality of the identity of the agency at which the voter registered.** Section 8(a)(6) of the NVRA states that each state shall "ensure that the identity of the voter registration agency through which any particular voter is registered is not disclosed to the public."

In other words, the process used to offer an opportunity to register voters at social service agencies may not in any way disclose the source of that registration to the general public.

The process described in this manual was designed in large part to ensure the confidentiality of the source of agency locations. Specifically, the form to register to vote is indistinguishable from a "regular" form to register to vote.

It is important to note that there is a possible "conflict" in this goal of confidentiality with the requirement in the federal law that county elections offices track and report the number of registration applications received from agency offices. In order to track and report this information, elections officials probably have to assign specific blocks of affidavit numbers to these agency locations and keep track of those numbers from within each block which are returned to your office. In this case, each elections official must enact adequate office procedures to ensure that the public does not have access to the list indicating which block of numbers is assigned to which agency office.

2. **Confidentiality of the "declination" to register to vote.**

The federal law also requires [section 7(a)(7)] that: "No information relating to a declination to register to vote in connection with an application made at an (agency) office may be used for any purpose other than voter registration."

In other words, if a voter, for whatever reason, declines to register to vote, that decision is entirely a private matter and may not be made known to the public. Specifically, the "Application/Declination Form" described in section II.A above ("Part One of the Form --- The "Application/Declination" Form) which is retained by the agency, either in the client's application file or in some other location from which it can be retrieved, is not a public record.

## **E. Providing materials and assistance in minority languages**

The federal law requires that agencies provide the same level of service to persons wishing to register to vote as they provide to clients completing applications for the services provided by that agency.

The Secretary of State, in conformance with the Federal Voting Rights Act, currently prints voter registration forms in the following languages, in combination with English: Spanish, Chinese, Vietnamese, Japanese, and Tagalog. The Secretary of State will make these forms available to local elections officials who shall, upon request of an agency, supply those forms to that agency.

Each county election official will have to determine if social service agency offices in his or her county provide applications in any of these languages and, if so, request a supply of these forms from the Secretary of State for distribution to those agency offices. The Secretary of State will also provide "Application/Declination" forms in minority languages.

Voter registration forms in languages not specifically required by the Voting Rights Act will not be provided.

## **F. FLAGGING QUESTIONABLE REGISTRATION FORMS**

The NVRA provides that it is a crime for any person to knowingly and willfully submit a voter registration application that is known by the person to be materially false, fictitious or fraudulent.

A person must meet specific requirements to be eligible to register. The person must be at least 18 years of age by the date of the next election, a United States citizen, a resident of California, and not be in prison or on parole for conviction of a felony or be judged by a court to be mentally incompetent. These requirements should be carefully explained to applicants. However, voter registration agency employees may not prohibit or inhibit a person in any way from registering to vote regardless of their apparent eligibility status. It may occur, however, that an employee will be aware that a person to whom voter registration assistance is provided is not a citizen or does not otherwise meet the requirements to register.

Because of the penalty provision of the NVRA, voter registration employees should "flag" registrations for which they have specific knowledge that the applicant does not meet these eligibility requirements,

including citizenship, at the time assistance is provided, either by statements of the applicant or information already provided in an application for benefits. With the exception of agency offices, for example mental health facilities, where specific information is contained in client files and is required to determine eligibility, employees are not required to search the file to make a citizenship determination.

The registration form along with the "flag" will be forwarded to the county election official, who will determine what action or investigation, if any, to undertake. No identifying information should be provided in order to maintain compliance with any applicable state or federal confidentiality requirements. Since the NVRA requires the voter registration agency to forward completed registration forms to the election official, the addition of a "flag" should not conflict with other federal confidentiality requirements.

The Secretary of State, in conjunction with the State Health and Welfare Agency, local election officials, and voter registration agencies, has developed a uniform method and procedure for flagging questionable registrations (attached).

### **III. CHANGES OF ADDRESS AND RECERTIFICATIONS**

The federal law also requires that each agency distribute a form to register to vote with each form used for recertification, renewal, or change of address [section 7(a)(6)(A)].

### **IV. TRANSMITTAL DEADLINES**

The federal law requires that agency offices transmit completed registration forms to the elections official. If the registration form is received within five days of a deadline to register to vote, the forms must be transmitted within five days of receipt by the agency. Since there are many local elections including special elections and other non-regularly scheduled elections, each agency office should transmit all voter registration cards within five days of receipt.

Each election official should establish procedures and timetables for receiving completed forms from agency offices.

In many cases, agency offices are forwarding completed registration forms on a daily basis, rather than waiting 5-10 days. Some agency offices may be able to transmit the completed forms to your office via inter-office mail.

## V. LATE REGISTRATIONS

Any registration form which is completed by a voter at an agency office 29 days or more before the date of an election is, if otherwise valid, effective for that election, **no matter when it is received by the election official** (unless, of course, it is received after the election).

For example, if a voter completes a form to register to vote but that form is delayed in transmittal and is not received by the elections official until the day before the election, that voter is eligible under the federal law to cast a ballot in that election, and the ballot must be counted.

Elections officials should make every effort to facilitate the transmittal of completed registration forms from agency offices in order to minimize the number of "late" registrations. Such facilitation will be important to minimize the number of provisional ballots you might have to process for a given election.



Bill Jones  
Secretary of State

1500 - 11th Street  
Sacramento, CA 95814

Elections Division  
(916) 657-2166  
For Hearing and Speech  
Impaired Only: (800) 833-8683

October 17, 1995

TO: COUNTY CLERKS/REGISTRARS OF VOTERS (95118)

FROM: Caren Daniels-Meade  
CAREN DANIELS-MEADE, Program Manager  
Voting, Voter Registration and Outreach

**SUBJECT: SOCIAL SERVICES AGENCY PROCEDURES FOR "FLAGGING"  
POTENTIALLY INELIGIBLE REGISTRATIONS**

Enclosed are procedures responding to a portion of the US District Court's May 4 order that California implement the National Voter Registration Act of 1993 -- specifically that section which instructed the State to develop a procedure for social services offices to "flag" registrations in cases where employees have information that such applicant is not eligible to register to vote.

"Flagging" procedures for the Dept. of Motor Vehicles are spelled out in the Implementation Manual adopted by the court.

**The flagging procedures developed for designated voter registration agencies are attached.** State oversight agencies for the involved programs will be directing their local agencies to follow them. **We are forwarding these procedures to you so that you will know what to expect from your county offices which are involved with the NVRA.** You will see that non-DMV employees will "flag" questionable registrations but will not be making any permanent marks on the forms themselves and will not be coding the "flags" to alert you to the eligibility issue in question.

In all cases, when you receive a voter registration form which has been "flagged" as having been completed by a person who may not be eligible to vote, you should process it as you do all other registrations. After you have entered the registration data on your file, please forward to our office a copy of the registration form, with a cover letter asking this office to investigate the allegation of ineligibility.

Our office, in conjunction with other state agencies, is examining a series of legal questions surrounding the "flagging" procedure, including the possibility of elections officials NOT registering voters whose affidavits are "flagged" without further information provided by the voter. Enactment of SB 379 may influence this analysis.

As always, if you have any questions, feel free to call me at (916) 657-2133.

UNIFORM PROCEDURES FOR "FLAGGING" QUESTIONABLE VOTER  
REGISTRATION FORMS EXECUTED BY CLIENTS OF SOCIAL SERVICES,  
REHABILITATION, DEVELOPMENTAL SERVICES, FRANCHISE TAX BOARD,  
BOARD OF EQUALIZATION, AND WOMEN/INFANTS/CHILDREN PROGRAM  
OFFICES

The court-ordered plan for implementation of the National Voter Registration Act (NVRA) directed the Secretary of State and state social services agencies to develop procedures for "flagging" questionable registration applications in order to ensure the Act's purposes are met in the area of voter eligibility. The implementation plan directed "flagging" of completed voter registration cards in cases "when the **employee has specific knowledge** that the applicant does not meet voter eligibility requirements, including citizenship."

The following procedures have been developed to meet the NVRA's legal requirements that potentially ineligible registrants be brought to the attention of elections officials. The procedures should be easy to administer, are consistent with the Act's confidentiality mandates, and are intended to safeguard agency personnel from danger, harassment or retaliation from applicants who workers believe may not be eligible to legally register to vote. Importantly, they also establish a uniform statewide standard easily administered by staff in all 58 counties.

Since it is a crime under the NVRA for any person to knowingly and wilfully submit a voter registration application that is known by the person to be materially false, fictitious or fraudulent, "flagging" is intended to protect agency personnel and the integrity of the state's voter files.



The following are guidelines for "flagging" registrations when an agency employee, at the time assistance is provided to the client, knows the client is not eligible to register to vote and that the client has provided false information on the registration form.

The employee providing voter registration assistance at designated agencies should "flag" only those cards known to contain false information at the time assistance is provided. No search of files should be done to determine or verify a registrant's eligibility to register to vote. Please note, however, that **no applicant is to be refused the right to complete the registration form.** Registrants whose forms are "flagged" will still be added to voter rolls by county elections officials and then forwarded to the Secretary of State's Office for investigation to determine eligibility and the necessity of any follow-up action to remove an ineligible individual from the voter rolls.

A self-sticking tape "flag", removable yet secure for marking pages, should be attached to the completed form; it is suggested that employees attach this "flag" when the form is completed and returned to staff for transmittal to the county elections offices (immediately after the applicant has left the area or completed the transaction with the agency). **These markers are the color-tipped tape "flags" which have clear tape at one end and a colored "flag" at the other, and which measure approximately 1" by 1-3/4".** The yellow square sticky pads are not to be used to "flag" these questionable forms. **Employees may NOT make ANY permanent marks on the registration forms.**

The origin of the registration form (be it a social service, rehabilitation or developmental services agency, the Franchise Tax Board, the Board of Equalization, or other non-DMV agency) **must be confidentially protected**, so all involved agencies will use the same procedures and use of this tape "flag" will not allow anyone to link the registration form's origin to a particular office or agency. When the flag is removed by elections officials, the form will not be identifiable as having been previously "flagged".

If the applicant checks the box on the card that he or she is not a citizen or if the applicant is not yet 18 years old but fills in his or her correct birthdate on a voter registration form, the form need NOT be "flagged" because the information is not false and the elections officials can make the appropriate determination. If the registrant chooses to take the card to complete and mail at a later time, there likewise is no requirement to attempt to "flag" or otherwise report such actions.

You are also reminded that agency employees are NOT required to sign as having assisted the applicant in completion of the card (box #13).

Finally, it would enhance the integrity of this "flagging" process if "questionable" (ie. "flagged") registration forms could be segregated from the others when transmitting them to the county elections officials. By putting them together with a rubber band, paper clip, or whatever tool is most convenient and "batching" them, if a "flag" becomes detached from the form during transit, elections officials will still know the registration is one needing special review.

Your prompt implementation of these new procedures is appreciated. If you have any questions, feel free to discuss them with your local elections official or call us.

flagvrc